

Step 4: Defining Proficiency

The next step is to develop a clear definition of proficiency. For this project, you should develop three proficiency levels: (3) Exceeds Expectations (2) Meets Expectations, and (1) Fails to Meet Expectations.

Each level should be defined as specifically as possible so that other professors can apply these same standards will equivalent results.

Consider the following definition of proficiency levels for the assessment of an annotated bibliography used to evaluate students' ability to use computer searching tools to find information (Outcome 3):

Exceeds Expectation:

Work samples that exceed expectation will demonstrate at least one of the following proficiencies in addition to meeting all expectations listed below:

- they may use at least one specialized database or collection available online through Odum Library to (e. g. government documents or archival materials) locate specialized and/or less accessible information;
- they may develop a research bibliography that includes at least ten percent more relevant entries than the number required by the assignment; or
- they may include works that are exceptionally current, uniformly relevant, or that otherwise demonstrate significantly above-average computer research skills.

Meets Expectation:

Work samples that meet expectation use at least two of the following databases to develop a research bibliography:

Academic Search Complete

JSTOR

Research Library

Lexis-Nexis Complete

Masterfile

Odum Library's GIL catalog

Sources are generally relevant but occasionally may be dated or not entirely relevant to the topic. Each entry will identify the search engine used to locate it.

Fails to Meet Expectation:

Work samples that fail to meet expectations may demonstrate one or more of the following problems:

- They may not contain the required number of sources
- They may fail to identify the search tools used to locate the sources;
- They may rely upon a single search engine or research tool;
- They may contain many sources that are irrelevant, too dated, or otherwise inappropriate to the assigned topic

You will find examples illustrating various ways to identify these levels of proficiency in the password protected area of the General Education Council's homepage.

Develop statements of proficiency appropriate to your assessment activity, then complete section F of the General Education Assessment: Pilot Project Worksheet.